

**NOTE: This document is not effective until January 1, 2016.**

## **Connecticut Judicial Branch**

### **Frequently Asked Questions About Appellate E-Filing**

#### **GETTING STARTED**

**1. What are the requirements for appellate e-filing?**

You should read the revised [Procedures and Technical Standards for E-Services](#) and the [Procedures and Technical Standards for Appellate E-Filing](#).

**2. [How do I log in to E-Services?](#)**

**3. [If I forget my password, how can I get the password or have the password reset?](#)**

**4. [What does it mean if the system indicated that my juris number is inactive or invalid?](#)**

**5. Which juris number should I use to log in to E-Services?**

All activity in appellate e-filing will be attributed to the logged-in juris number. If you are an individual attorney working for a law firm, the general rule is that you would log in with the firm juris number and password to file the appeal or appellate documents so that any person working with the firm would be able to access the file, view documents and notices, and take action on behalf of the client at any time. The practice in the electronic world is consistent with the practice in the paper world, where you would file a firm appearance signed by an individual attorney in the firm.

**Note:** Regardless of the number that is used to log in to E-Services, you are required to use your individual juris number to sign e-filed documents.

**6. Can I designate an individual to electronically file documents on my behalf?**

No. Designated filers are not permitted to electronically file appellate documents.

**7. [When is the e-filing system available?](#)**

**Note:** A document that is electronically received by the appellate clerk's office for filing after 5:00 PM on a day on which the appellate clerk's office is open or that is electronically received by the appellate clerk's office for filing at any time on a day on which the appellate clerk's office is closed shall be deemed filed on the next business day on which the office is open, in accordance with Connecticut Practice Book section 63-2.

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**8. What happens if the e-filing system is unavailable and I cannot file the document?**

If the e-filing system is nonoperational for thirty consecutive minutes from 9 o'clock in the morning to 3 o'clock in the afternoon or for any period of time from 3 o'clock to 5 o'clock in the afternoon of the day on which the electronic filing is attempted, and that day is the last day for filing the document, the document shall be deemed timely filed if received by the appellate clerk's office on the next business day the electronic system is operational. Connecticut Practice Book 63-2.

**FORMAT AND SIZE OF DOCUMENTS**

**9. [Can I e-file a Word or WordPerfect document?](#)**

**10. [How do I create a PDF document?](#)**

**11. [Is there a limitation on the size of documents that can be filed electronically?](#)**

**HOW TO ACCESS APPELLATE E-FILING**

**12. Am I required to file my appeal electronically?**

Effective January 1, 2016, attorneys are required to file all appeals and appellate documents and pay all filing fees electronically unless an exemption from the requirements of electronic filing has been granted. The electronic filing requirements do not apply to self-represented parties at this time.

**13. How do I access Appellate E-Filing?**

In the address bar, type <http://www.jud.ct.gov>. Then click on "**E-Services**" in the left menu to go to the E-Services Welcome Page. Log in to E-Services, then select "**Appellate E-Filing**" in the left menu to go to the appellate e-filing home page.

**14. How do I e-file a new appellate matter?**

On the appellate e-filing home page, select "**E-File a New Appellate Matter.**" From there, select the court to which you are filing and select whether you are filing an appeal, a writ of error, a certified question, a reservation, an original jurisdiction action or an election challenge. The e-filing system will ask you questions about your case and will use your answers to create an appeal form. After you have reviewed the form and paid all required filing fees, be sure to print or save your confirmation of e-filing,

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which will include your appellate docket number. If you are filing a writ of error, you then must also file the return with the Appellate Clerk. See question #29 for filing return of service documents.

**15. Can I e-file a motion, document or a return of service at the same time that I e-file my appellate matter?**

No. You must first electronically file your appellate matter. Once you obtain an appellate docket number, you may file any paper or document for that appellate matter by selecting the appropriate category from the appellate e-filing menu.

**16. How do I e-file an appellate matter if I am unable to pay the filing fee?**

You must file an application for waiver of fees with the trial court and obtain a court order granting the request before e-filing an appeal.

**17. How do I e-file a document for which I have obtained a fee waiver?**

If you have a court order waiving the entry fee, you will be prompted to upload a copy of the fee waiver application and court order at the end of the process for filing your appeal or document.

**18. Can I e-file a motion before e-filing an appeal?**

Yes. Sometimes it is necessary to file a motion before an appeal is filed. This is called a preappeal motion. For example, if you missed the deadline for filing an appeal, you would need to file a motion for permission to file a late appeal prior to filing an appeal. To do this, go to the appellate e-filing home page and select "**E-File a Motion Before E-Filing An Appeal.**" You will be asked whether the preappeal motion is being filed in the Supreme Court or Appellate Court and you will be prompted to upload your preappeal motion. At the time of filing the motion, if you need to pay a filing fee for the motion, you must pay the fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency.

**19. How do I e-file preliminary papers and other appeal documents?**

On the appellate e-filing home page, select "**E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter**" or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." Select the preliminary paper or appeal document that you wish to file from the drop down menu and upload your document. The appellate e-filing instruction manual includes a full list of all preliminary papers and appeal documents.

**Note:** A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.

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## **20. How do I e-file a motion in an existing matter?**

On the appellate e-filing home page, select "**E-File A Motion in an Existing Matter**" or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." Select the name of the motion you are filing from the drop down menu and upload your motion. At the time of filing, you will need to pay any required filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency. You must file each motion as a separate transaction. If you would like to file supporting documents with your motion, you may file the supporting documents during the same transaction.

**Note:** A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.

## **21. How do I e-file a petition for certification to the Supreme Court or the Appellate Court?**

On the appellate e-filing home page, select "**E-File a Petition for Certification to Appeal**" and select whether the petition is being filed in the Supreme Court or the Appellate Court. You will be prompted to upload your petition for certification. At the time of filing, you will need to pay the filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency.

## **22. How do I e-file an opposition or response to a motion, preappeal motion or petition?**

For an opposition to a motion in a pending case, search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." For an opposition to a preappeal motion or petition, search for your case using "Case Search." When you locate your case, choose "**E-File Opposition/Response/Withdrawal**" from the drop down menu at the top of the page. Use the check boxes to select the matter to which you are filing an opposition or response, and then upload your opposition or response.

## **23. How do I withdraw a motion in a pending appeal?**

Search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." When you locate your case, choose "**E-File Opposition/Response/Withdrawal**" from the drop down menu at the top of the page. Select the motion you are withdrawing and then upload your withdrawal.

## **24. How do I withdraw a preappeal motion or petition?**

Search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." When you locate your case, choose "**E-File Opposition/Response/Withdrawal**" from the drop down menu at the top of the page. Use the check boxes to select the motion or petition that you are withdrawing, and then upload your withdrawal.

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**25. How do I withdraw a pending appeal or writ of error before oral argument?**

On the appellate e-filing home page, select **"E-file Preliminary Papers/Appeal Documents in an Existing Appellate Matter"** or search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** When you locate your case, select **"Preliminary Papers/Appeal Documents"** from the drop down menu. Select **"Withdrawal"** as the type of preliminary paper/appeal document that you are filing, and then upload your withdrawal.

**26. How do I withdraw a pending appeal or writ of error after oral argument?**

You will need to file a motion for permission to withdraw the matter directed to the court in which the matter is pending. To file this motion, select **"E-File A Motion in an Existing Matter"** or search for your case using **"List My Cases," "My E-Filed Items"** or **"Case Search."** Select **"Motion to Withdraw Appeal After Argument"** from the drop down menu and upload your motion. If you would like to upload a copy of the withdrawal form with your motion, you may file that document during the same transaction as a supporting document.

**27. How do I file a brief and appendix electronically?**

On the e-filing home page, select **"Upload Supreme/Appellate Briefs & Appendices."** Select your case and then select whether you are filing a brief, a combined brief and appendix or an appendix. You will then be prompted to upload your brief and/or appendix.

**Note that the brief and/or appendix is not considered filed until a paper version with the requisite number of copies and proof of electronic submission are filed with the office of the appellate clerk.**

**28. Does the e-filing confirmation page mean that everything was submitted properly?**

No. The confirmation page means that you have successfully filed with the court whatever document you uploaded or whatever system-populated form you created. Documents filed electronically are not screened by the system for content, legibility or any other problems. You must look at any document to ensure that it is the correct document, contains the correct case caption, is readable, displays right-side up, contains only the pages that are part of the filing, and has been redacted or does not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law.

What you see in the system when you look at your document before you file it is what the Judge or the clerk will see when looking at the file. Therefore, it is important that you take the time to review all documents before you submit them.

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**The appellate clerk may return any papers filed in a form not in compliance with the rules.**

## **FILING RETURN OF SERVICE DOCUMENTS**

### **29. How do I e-file a marshal's return of service for a writ of error?**

You must scan and save a marshal's return of service as a PDF document in order to e-file it. You must keep the original signed paper document throughout the pendency of the action.

On the appellate e-filing home page, select "**E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter**" or search for your case using "**List My Cases**," "**My E-Filed Items**" or "**Case Search**." When you locate your case, select "**Preliminary Papers/Appeal Documents**" from the drop down menu. Select "**Writ of Error-supporting documents**" as the type of preliminary paper/appeal document that you are filing and upload your return or supplemental return of service.

**Note:** A case will not be included in "List My Cases" until after the Office of the Appellate Clerk has verified that you have an appearance in the case.

### **30. How do I e-file a supplemental return of service?**

A supplemental return of service, including such documents as the green card, the receipt for the certified mail, and the unopened envelope returned as unclaimed is filed electronically. Make a photocopy of both sides of the envelope or other items to be filed, and scan the copy to convert it to a PDF document.

Follow the same filing procedure listed in #29.

## **FEE PAYMENT**

### **31. What forms of payment are acceptable?**

Accepted forms of payment are credit card or electronic check.

**Note:** Payment of court fees and any applicable service fees by credit card or by electronic check must be made at the time of filing. Filers are required, as part of the payment process, to certify that, by entering the bank account and routing number or by entering the credit card account number and security code, and submitting the payment, they are authorized to permit the Connecticut Judicial Branch to debit or charge the account for the amount indicated.

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**32. Is a filing fee always required? Click here for a list of all appellate filing fees.**

No. In cases where there is a statutory fee exemption under section 52-259a of the Connecticut General Statutes, the filer may initiate a case electronically without paying a fee. The filer is required to certify that the new appellate matter is filed on behalf of a state agency and that no fee is due under section 52-259a.

If you are resubmitting an appellate document for which you have already paid the required fee, no fee is required to resubmit the document. You must certify that no filing fee is due.

If you have a fee waiver by order of the court, you must upload your fee waiver with your appellate matter.

**33. [How do I pay by electronic check?](#)**

**34. [What credit cards does the Judicial Branch accept for electronic payments?](#)**

**35. [Is there a service fee?](#)**

**36. Can I file electronically and pay later at the clerk's office or by mail?**

No. When a document requires a court fee, you are required to pay the court fee and any applicable service fee at the time of filing. Without payment, your filing is not complete.

**Note:** If the court has granted a fee waiver for your filing, you must upload your fee waiver application and the court order with the filing.

**37. [What measures have been taken to secure my credit card information?](#)**

**38. [Who do I contact if I am having a problem with my credit card payment?](#)**

**39. How can I obtain a copy of the confirmation page?**

The confirmation page appears when you file your document. You can print or save the confirmation page by clicking the Print/Save button. If you forget to print or save a copy of the confirmation page, you can return to the appellate e-filing menu and select "**My E-Filed Items**" for a list of all items that you have e-filed. To the right of each item, you will see a **Details** link. Click on the link to view or print the confirmation page.

**VIEWING CASE DOCUMENTS**

**40. What information is available to the public over the internet in appellate cases?**

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Information is available on the internet as set forth below. However, please be advised that e-filed documents and briefs will not be available to the public over the internet if it is determined that they contain information that is protected by statute, rule, court order or case law. In addition, the case summary will not include the full case name or the names of the parties if that information is protected by statute, rule, court order or case law.

Attorneys are responsible for ensuring that e-filed documents and briefs do not contain personal identifying information as defined by Practice Book section 4-7. The clerk's office does not review e-filed documents to ensure that personal identifying information has been omitted.

**Civil, Housing, Small Claims and Criminal Cases:** A case summary page is available to the public over the internet. The case summary includes the case name, party names, relevant dates and links to e-filed documents, briefs and orders.

**Family Cases:** A case summary page is available to the public over the internet. The case summary includes the case name, party names, relevant dates and links to the briefs. E-FILED DOCUMENTS AND ORDERS ARE NOT AVAILABLE PUBLICLY OVER THE INTERNET IN FAMILY CASES. These documents are available to appearing attorneys over the internet. Members of the public must visit the office of the appellate clerk to view the file in family cases.

**Juvenile and Child Protection Cases:** A case summary page is available to the public over the internet. The case summary includes the case name, party names that are not protected and relevant dates. E-FILED DOCUMENTS, BRIEFS AND ORDERS ARE NOT AVAILABLE PUBLICLY OVER THE INTERNET IN JUVENILE AND CHILD PROTECTION CASES. These documents are available to appearing attorneys over the internet.

**Cases Covered by the Federal Violence Against Women Act:** A very limited case summary page is available to the public over the internet. The case summary may not include the full case name or the names of the parties. E-FILED DOCUMENTS, BRIEFS AND ORDERS ARE NOT AVAILABLE TO THE PUBLIC OR TO APPEARING PARTIES OVER THE INTERNET IN CASES COVERED BY THE FEDERAL VIOLENCE AGAINST WOMEN ACT.

**41. Can several people from my firm view the same case simultaneously?**

Yes. Multiple people in your office may access a case at the same time while logged in to E-Services with the same juris number and password.

**42. How do I look up information on a case through the e-filing system?**



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Once you have logged in to E-services with a juris number and password and selected "**Appellate E-filing**," locate your case by searching the docket number or case name under the case search menu item. You may also search your case using "**List My Cases**" or "**My E-Filed Items**."

**43. Can I view all of my firm's appellate matters using my individual juris number?**

No. If the appellate matters were initiated under your firm's juris number, you will not be able to access them if you are logged in to E-Services using your individual juris number. Only an appearing juris number has online access through E-Services to e-filed documents. If you want to see all documents for your firm, you will need to log in to E-services using the firm juris number.

**FILING DOCUMENTS—GENERAL INFORMATION**

To protect your privacy and the privacy of others, do not include personal identifying information in any document filed with the court unless you are required to by law or ordered by the court to do so. The filer is solely responsible for omitting or removing (redacting) personal identifying information. The Appellate Clerk's office *will not review documents* to see if personal identifying information or any other sensitive personal, medical or financial information is included.

Filings with the court must comply with Connecticut Practice Book section 62-7 (b) which requires that all documents contain a certification that the document has been redacted or does not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order or case law.

Use caution when filing a document that contains *sensitive personal, medical or financial information*, including:

- Information about medical or psychiatric treatment, diagnosis or prognosis;
- Individual financial information;
- Employment history;
- Home addresses, telephone numbers or cell phone numbers;
- Proprietary or trade secret information.
- If you are filing documents that have this type of *sensitive personal, medical, or financial information*, and you think it is necessary and relevant to the case, you may have to request permission of the court to file the document.

**44. If the appeal was originally filed on paper, can subsequent filings be electronically submitted?**

As of January 1, 2016, regardless of how a case was initiated, all attorneys must electronically file all appellate documents unless an exemption has been granted. The electronic filing requirements do not apply to self-represented parties at this time.

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**45. Are there any documents that cannot be filed electronically?**

No. Effective January 1, 2016, attorneys are required to file all appeals and appellate documents and pay all filing fees electronically unless an exemption from the requirements of electronic filing has been granted. The electronic filing requirements do not apply to self-represented parties at this time.

**46. Can I file more than one motion in a case at the same time?**

No. Each motion or document must be treated as a separate transaction. Each filing will generate a confirmation page that contains the date and time of the transaction as well as the date and time of filing. You may then return to the same case to file additional motions without logging out of the system.

If you are filing a supporting document with your motion, such as a transcript, you may upload the supporting documents during the same transaction. After you upload your motion, click "Upload Supporting Documents."

**47. How soon may I e-file a motion or document in my newly e-filed appellate matter?**

You can access a newly e-filed appellate matter immediately after you file your appellate matter and receive the confirmation page with your appellate docket number. Similarly, you may file documents in an appellate matter immediately after filing an appearance. To file additional appellate documents, visit the appellate e-filing home page and select **E-file an Appearance in an Existing Appellate Matter, E-file Preliminary Papers/Appeal Documents in an Existing Appellate Matter, E-file a Motion in an Existing Appellate Matter** or **E-file a Motion to Extend Time in an Existing Appellate Matter**.

**48. When will I see what I filed electronically?**

If you are logged in to E-Services, you can see what you have filed electronically as soon as you file the document. After you file your document, click "Back to E-filing Menu" to return to the appellate e-filing home page. Select **My E-Filed Items** on the menu bar to see a list of all the documents that you have e-filed in any case. To display a list of documents you filed during a specific time period, enter the beginning and ending dates and click **Submit**.

**Note: All e-filed documents will be listed immediately, but you may not be able to view the document immediately.**

**49. Am I required to send a copy of the documents I file with the Court electronically to all counsel of record?**

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Yes. You must deliver a copy of any e-filed document to all counsel of record, which includes all attorneys and all self-represented parties, in accordance with Connecticut Practice Book section 62-7.

If a party in your case is exempt from the electronic filing requirements or if you have received written notice that the intended recipient declines to accept electronic delivery of documents, you must deliver a copy of any e-filed documents to the intended recipient by hand or by first class or express mail delivered by the United States Postal Service or an equivalent commercial service, postage prepaid, to the last known address of the intended recipient.

## **FILING APPEARANCES**

### **50. Do I need to file an appearance if I have an appearance in the trial court for this case?**

No. You do not need to file an appellate appearance if you appeared in the trial court prior to the filing of the appeal.

### **51. If I do not have an appearance in the trial court and wish to file an appellate matter, what do I do?**

During the process of filing the appellate matter, you will be prompted to enter the required appearance information. That information, along with your juris number, will constitute your appearance for the appeal.

### **52. How do I file an appearance in an existing appellate matter?**

After selecting "**Appellate E-Filing**" from the E-Services menu, select "**E-File an Appearance in an Existing Appellate Matter**" or search for your case using "**Case Search.**" You will be prompted to upload the appearance form.

### **53. How do I file an appearance if I am out-of-state counsel admitted *pro hac vice*?**

Once the application for permission for out-of-state counsel to appear has been granted, the out-of-state counsel is assigned a juris number and must fill out an appearance form. The form must then be e-filed and uploaded by a member of the bar of this state. A person admitted *pro hac vice* cannot enroll in E-Services and cannot file electronically.

**Note:** A member of the bar of this state must be present at all proceedings and must sign all pleadings, briefs and other papers filed with the court. Connecticut Practice Book section 62-8A.

## **FILING DOCUMENTS FOR A NON-PARTY**

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**54. Can I e-file an appearance and a motion to be made a party to a case, a motion to intervene in a case or a motion to be made a substitute plaintiff or defendant?**

Yes. To file the appearance, select "**E-File an Appearance in an Existing Appellate Matter**" or search for your case using "**Case Search.**" You will be prompted to upload the appearance form.

To file the motion, select "**E-File a Motion in an Existing Appellate Matter**" or search for your case using "**Case Search.**" Select the name of the motion you are filing from the drop down menu and upload your motion. At the time of filing, you will need to pay any required filing fee, upload a fee waiver application and order granting the application or certify that you are acting on behalf of a state agency. You must file each motion as a separate transaction.

If you are filing a supporting document with your motion, such as a probate court order, you may upload the supporting documents during the same transaction. After you upload your motion, click "Upload Supporting Documents."

**CORRECTING FILING MISTAKES**

You are always given the opportunity to review the documents that you intend to file before you e-file them. Be sure to View All Pages of any document to be certain that you are filing the correct document, the document is legible, and the document contains only the pages of the document you are filing.

If you do file an incorrect or illegible document, you may withdraw the incorrectly filed document by choosing "Withdrawal" found in the Preliminary Papers/Appeal Documents glossary and uploading your withdrawal. You may then refile your corrected document. The withdrawn document will not be removed from the file. It will remain viewable, but it is not available for ruling.

**Notes:**

1. The time period for filing a document should be considered when determining whether to withdraw and refile a document.
2. The appellate clerk may return any papers filed in a form not in compliance with the rules.

**55. What if I choose the wrong name in filing my document with the court?**

The Court cannot change the name that you choose for the document when you file it. If you choose an incorrect or inaccurate name (for example, identify a pleading as a "motion for articulation" rather than a "motion to dismiss"), you can withdraw the document and refile it.

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**56. Can I amend my certification of service if I incorrectly list the people to whom I have sent a copy of the pleading I am filing?**

Yes. You can file a corrected Certification of Service referencing the docket number and the pleading or motion to which it refers. Select **"E-File Preliminary Papers/Appeal Documents in an Existing Appellate Matter"** and select "Preliminary Paper/Appeal Document—Other" as the type of document. Upload your amended Certification of Service.

**EXCLUSIONS**

**57. How do I request an Exclusion from E-Services Requirements**

Attorneys and law firms can apply for an exclusion from electronic services requirements by completing the Request for Exclusion from Electronic Services Requirements form (JD-CL-92).

The form shall be submitted for processing to:

E-Services Exclusion Requests  
Superior Court Operations  
90 Washington Street, 3rd Floor  
Hartford, CT 06106

Each exclusion request shall be ruled on by the Chief Court Administrator or the Chief Court Administrator's designee. An exclusion from E-Services requirements may be reviewed periodically by the office of the Chief Court Administrator.